

Membership Committee



Randall Furrow, Chair

Thursday, March 12, 2008
5:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th floor, Joshua Room

4041 North Central Avenue
Suite 1537 • Phoenix, AZ 85012-3329
(602) 506-6321 phone
(602) 506-6896 fax
PlanningCouncil@mail.maricopa.gov

Meeting Minutes

Attendance

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT Barr Jenkins EX Charlton Wilson EX Fernando Kitcheyan AT John Hasna

AT Kelli Houston AT Larry Stähli AT Randall Furrow EX Ron Hill

Guests

Bradley Allen Jared Vega

Support Staff: John Sapero, Melissa Johnson

Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Randall Furrow determined that quorum was established, with five of eight members present at 5:02 pm.

Review of the meeting minutes and action items from prior meetings

The committee silently read the summary minutes from the February 13, 2008 meeting. Randall Furrow related that there was an action item for the committee to present a training survey at the next Council meeting. This activity was postponed to a future meeting.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

The committee may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with the County attorney or attorneys on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).

Committee Chair update

Randall Furrow discussed that the Executive Committee was planning the annual Planning Council retreat, which would include teambuilding activities and the development of guiding principles for this year's PSRA session. He encouraged members of the committee to become involved in the development of the Retreat activities.

Randall also related that the Membership Committee would be involved in the development of the Council's recognition banquet.

Training Survey development

John Hasna discussed that he had to postpone completing the training survey that will be administered to the full Council. John related that he will forward the survey to Planning Council Support and the Membership Chair later in the week.

New member orientation development

Randall Furrow discussed that the slide presentation for the new member orientation had been distributed to the entire Council prior to the meeting. The committee would review the orientation process to determine more effective ways to provide needed information. Randall discussed that he was surprised at the length of the presentation, and how comprehensive it was.

There was general discussion regarding what might be changes might make the presentation more effective. Suggestions included:

- Pre-meeting slideshow with four-five slides that provide info about the PC
- Orientation: 4-6 slides, or sections, followed by a short "quiz" or review
- Determining what slides were most important, and trimming the slide deck down
- Interactive tools or games that help with retention (discussion, games, etc)
- Have buddies review sectioned removed from the slide deck one-on-one with new members
- Visual aids or video presentation

John Sapero related that he was very supportive of the committee members taking on training responsibilities during the orientation. Several members of the committee voiced that they would like this responsibility.

John Hasna recommended that an orientation, using existing materials, be presented for the newer members of the Council. The committee supported this idea. Randall Furrow proposed that an orientation be scheduled in April.

MEETING MINUTES *continued*

Determination of agenda and action items for the next meeting

Agenda Items for the next meeting (other than standard agenda items for this committee):

PC 101 development
Review of the Exit Interview process
Training Needs Survey discussion

Action Items to be completed by the next meeting

Task	Assigned To
Develop Training Survey	John Hasna
Schedule New Member Orientation	John Sapero
Create draft of edited orientation slide deck	John Hasna
Develop exit interview	John Hasna

Current events summaries

No current events were voiced.

Call to the public

John Sapero discussed that the Planning Council Primer document was provided to each member, which used to given to each new member until the information became outdated. This document could be modified to meet the needs of the Council, and provided as part of the orientation materials. He asked the committee members to review the document for discussion at a later time.

Determination of executive session

MOTION: Larry Stähli moved to extend the meeting by 15 minutes to finish business. John Hasna seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

MOTION: Larry Stähli moved to go into executive session to discuss the following items confidentially:

- o Review the current membership profile to ensure appropriate representation on the Council, as mandated by HRSA and the Planning Council Bylaws;
- o Determine current members who are at risk of voluntarily resigning from the Council or any committee due to excessive absences, and what action to take;
- o Review of applications for membership to the Council, including re-applications from existing members and alternate designations;
- o Determination of applicants to be interviewed;

MEETING MINUTES *continued*

- Review of completed interviews to determine recommendations for appointments and committee assignments;
- Determination of any recruitment strategies needed to meet membership goals.

Barr Jenkins seconded.

DISCUSSION: None.

OUTCOME: The motion passed and executive session began at 5:40 pm.

The executive session ended at 5:52 pm. Randall Furrow related that the committee had reviewed an application submitted by David Aguirre and had interviewed this individual before today's meeting.

MOTION: Larry Stähli moved to recommend David Aguirre to the full Planning Council for approval. If approved, this individual would be forwarded to the BOS for appointment. John Hasna seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Adjourn

The meeting adjourned at approximately 5:54 pm.